



Indiana's Weatherization Programs

The purpose of Indiana's weatherization programs is to:

- Provide energy conservation measures to the homes of Indiana's low-income population
- To preserve and create jobs and promote economic recovery

Important Upcoming Dates

• **November 2- ARRA Hours Created/Retained Due**

ARRA sub-grantees must submit job hours created and retained for October by Tuesday, November 2 at 5:00pm EST

• **November 2-4- NEAT/MHEA Training at INCAA**

This training is limited to one person per sub-grantee. To find out more and register, visit the Weatherization Training section of INCAA's website at: www.incap.org

• **November 16-18- INCAA State Conference for Weatherization Professionals**

INCAA's conference will have sessions for heating techs, shell contractors, energy auditors, and program management staff about health and safety, heating systems, air sealing, and much more! Meet federal, state, and other local agency staff and contractors at the beautiful French Lick Springs Resort.

• **November 29- LIHEAP 2010 Close Out Due**

LIHEAP sub-grantees must submit an originally signed Close Out form, final claim, and updated IWAP entries by 5:00 pm EST. Late, inaccurate, or emailed versions will not be eligible for incentive pool funds. A copy of the LIHEAP Close Out form is on IHCD's website or can be requested via email.

• **November 30- ARRA HEC Round 2 Second Benchmark Deadline**

ARRA Round 2 sub-grantees must meet their projected monthly production goals through November as approved on the sub-grantee's ARRA 2010 Budget. Only completions entered in IWAP by the end of the day (11:59pm EST) will be reviewed.

• **December 2- ARRA Hours Created/Retained Due**

ARRA sub-grantees must submit job hours created and retained for November by Thursday, December 2 at 5:00pm EST.



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WEATHERIZATION PROGRAMS

The Weatherization Xpress

Letter from Paul Krievins:

How many times have you sat back and thought "Wow, the cycle of Weatherization is really working!" If you're anything like me, the answer is probably something like "None, and did you make up the cycle of Weatherization?!"

Well, yes, I made up the title, but I certainly didn't make up the concept. The cycle of weatherization is much like the cycle of growth and learning we go through every day. We learn about energy efficiency, we install energy efficiency measures, we are monitored, we make corrections, we learn new techniques, and we are funded again to restart the process. It takes practice, reflection, feedback, and a willingness to improve to keep our program strong and relevant. In this month's issue, you will see a number of articles focusing on different aspects of this process. Our ability as a state, and as a network, to learn, perform, correct, reflect, and learn again is vital to our continued funding and success. Thank you again for your hard work, I hope you enjoy this issue.

-Paul



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The Monitoring Report

Like our sub-grantees, IHCD undergoes program and technical monitoring. The monitoring visits and reports described below are from our two most recent federal monitoring visits.

Every quarter, IHCD is monitored by our Project Officer from the Department of Energy, Shawn Green. Many of you have met Shawn. He might have come to your agency for a day to see how your work is progressing in the field or met with your program management staff to discuss program procedures. His job is to make sure that Indiana is in compliance with all federal program standards and that our program is running efficiently and effectively.

Each of Shawn's quarterly visits has a specific focus. In July, he spent a week with IHCD staff reviewing state protocols. In September, he ventured out to some of our sub-grantees to review agency programs and inspect field work. Both of these reviews were positive and attest to the strength of Indiana's weatherization programs.

In his September review, Shawn cited IHCD for two findings and four concerns. One of these findings and

three of these concerns directly impact our sub-grantees and remedying these citations will be expanded upon later in this newsletter. Shawn cited IHCD a finding because the contractors he visited on-site did not maintain Material Safety Data Sheets (MSDS) for all products in their vehicles or trailers. His concerns are as follows: improperly grounded furnaces at site visits; improperly wired furnaces with reversed polarity, and; multiple violations by contractors of the Environmental Protection Agency's (EPA) Renovate, Repair, and Painting (RRP) lead rule. The first two concerns listed were covered in the June issue of this newsletter. Please refer to it for guidance. We will cover the remaining topics—MSDS and the RRP lead rule—below.

Interpreting and Implementing Federal Monitoring Results

IHCD will carefully monitor the findings and concerns outlined in the federal monitoring report on future agency monitoring visits. To help you be in

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CLIENT FILES:
Warming Homes and
Hearts

Each edition of *The WX* will feature a piece written by someone close to Indiana’s weatherization programs—the client.

“Dear Mr. Hannigan,

“You do not know me, my name is Bonnie Fisher. And you sent two angels to my door, Maury and Jim Jansen with help I never thought was possible, and with three men that were so nice, they were a blessing, too.

“I am 78 years old and dreaded winter—cold weather makes these old bones ache. Now my house is snug and warm. I lost my husband one year last October. We were married 63 years and I have never asked for help before until now. I found out that there are still people in this world that still care.”

Bonnie Fisher
Client of the Indiana Builders Association

Send your stories to:
chwininger@ihcda.in.gov



Monitoring:
Current Issues

Interpreting and Implementing
Federal Monitoring Results
(con't)

compliance, IHCDA prepared a guide that covers the actions that need to be taken by sub-grantees and what IHCDA’s monitors will look for onsite visits.

Material Safety Data Sheets

Admittedly, this is a topic that has fallen off many radar screens. An MSDS is a sheet with information about properties of a particular substance. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. An MSDS sheet is needed for every substance a contractor or crew member has in his or her vehicle or trailer. Having MSDS sheets available to contractors and crew members is important for a proper response to an emergency situation at a job site.

IHCDA monitors will begin checking for the presence of MSDS sheets on all job sites. Sub-grantees will need to appoint a staff member to ensure that all crews and contractors are in compliance and show the monitor how verification is made that MSDS information is present and up-to-date.

EPA Lead Safe Work Practices

It is essential that all lead safe work practice protocol be followed for the health and safety of contractors, crews, and clients. Here are some reminders to ensure compliance:

- Certified Renovators must have their certification cards with them while on the job site.
- Certified Renovators must be present at job start-up and clean-up when the RRP rule is used.
- Workers doing the work must be trained by a Certified Renovator. Sub-grantees must be able to show an employee was properly trained by a Certified Renovator when applicable.
- The area where work is taking place must be marked off with an approved sign stating the hazard.
- Sub-grantees are responsible for verifying that lead safe work practices are being used properly and when appropriate to IHCDA.

- Lead check swabs and the D-Lead Paint Test Kit are the two kits approved for use where the RRP Rule applies

IHCDA strongly encourages all sub-grantees to review Section 308 of the Policies and Procedures Manual for guidelines applying to Lead Safe Work Practices and the RRP rule.

Daily Safety Test Out

Performing the Daily Safety Test Out (DSTO) procedure on every applicable home is critical to ensuring that the home is left in a safe living condition for the client. Every day shell work is performed on a home with gas appliances, the DSTO process must be performed and test results properly documented. Our clients’ health and safety is too important for this process to be overlooked.

With these issues in mind, we are looking forward to becoming compliance and to a perfect federal monitoring report upon Shawn’s next visit!



IHCDA is offering Community Development Block Grant-Disaster (CDBG-D) and Development Fund dollars to agencies to assist in alleviating deferral conditions in a client’s home.

For those agencies receiving Round Two Home Energy Conservation Program (HEC) awards funded through the American Recovery and Reinvestment Act (ARRA), relief from high deferral rates might be in sight.

IHCDA is releasing more than \$5 million in CDBG-D and Development

Fund money to alleviate situations in homes that would otherwise be a cause for deferral. The money must target only the issues that prompt deferral of weatherization and require less than \$10,000 worth of work.

This is a non-competitive award so agencies do not have to apply for funding; rather, funding will be distributed based on a formula. IHCDA has contacted each agency with the maximum funding available for their service area. Agencies must respond to IHCDA with their requested amount by **Wednesday, October 27**. This funding is a one-time only offer.

This funding is not offered through the Department of energy; rather, IHCDA is making these funds from the State and Housing and Urban Development available for use in a new way with weatherization. As such, the rules and regulations attached to this funding differ from those we are accustomed to seeing from DOE. Read over the policy draft Paul sent on October 20 for specifics. Further guidance will be released soon to cover these changes in rules. Contact Paul at pkrievins@ihcda.in.gov or Brian Philips at bphilps@ihcda.in.gov with any questions.

Plugged In

IHCDA and Roeing are close to implementing an online paperless claims system for all weatherization programs. Here is what you need to know to be ready for the switchover.

Stamping Out Paper Claims

You will still submit your claims online as you currently do, but you will also be able to upload your signed claim form and backup documentation online. No more stamps! Program guidance will be emailed to everyone in the next month. A webinar to introduce you to the new online features will be scheduled prior to the start date.



Backup Documentation

In addition to submitting online paperless claims, new backup documentation will be required on all weatherization claims. New backup documentation requirements will go into effect the same date you being submitting online paperless claims. Watch your email for program guidance outlining the details.

BY THE
NUMBERS:
HEC Program
Progress Report

- Homes weatherized: **9,406**
- Hoosiers served: **22,911**
- National ranking, total units produced (July and August): **8th**
- National ranking, units completed per day (July and August): **8th**
- National ranking, percent of total award spent: **18th**
- Auditors trained: **314**
- Contractors trained: **2,230**
- Hoosier jobs created or retained: **357**
- Estimated product savings with Centralized Purchasing: **\$759,139.22**

Cold Clients? Call
Karen!

As temperatures drop, we feel the heat to help our coldest clients warm up right away. Karen from Langham has done a great job working with their shipping partners to get furnaces to your cold clients as soon as possible. Same-day delivery is often available in these emergency situations. Call Karen at: 866-616-3528.